



EXCHANGE

ARMY & AIR FORCE EXCHANGE SERVICE
P.O. Box 650060
Dallas, TX 75265-0060
Phone 214-312-6103 / Fax 214-465-2912

GC-E

October 21, 2013

FA-14-0022

FOIA Request – FOIA Log

Mr. Jason Smathers
c/o MuckRock News
DEPT MR 8518
P. O. Box 55819
Boston, MA 02205-5819

Dear Mr. Smathers:

This acknowledges receipt of your Freedom of Information Act (FOIA) request dated October 21, 2013 received in the Army and Air Force Exchange Service (Exchange) General Counsel Freedom of Information Act (FOIA) office. I interpret your FOIA request as follows.

1. Copy of the Exchange FOIA log for the fiscal year of 2013.

The Exchange FOIA office will process your request under the provisions of FOIA, Title 5 U.S.C. §552 and the Privacy Act, 5 U.S.C. §552(a). All FOIA requests are processed in the order of receipt and we will process your request as expeditiously as possible. Your request has been given the tracking number of FA-14-0022. Please use this number as a reference in all communication related to this request. I anticipate a final response on or before November 19, 2013. Should circumstances arise during the processing of your request which delay this suspense time, you will be notified.

Please note, the Exchange is a non-appropriated fund instrumentality of the United States of America. Our fiscal year runs from February 1 – January 31. If you are requesting any other time frame, please inform me in writing.

In addition, you have asked for a waiver of fees. At the current time I cannot address the fee issue as it has yet to be determined fees will exist to process your request. In the meantime, I have determined you to be from a commercial entity. If you wish to be considered under any other classification, please inform me in writing and I will reevaluate your status.

Mr. Jason Smathers
c/o MuckRock News
FA-14-0022

As a commercial entity the following fees may be associated with processing your request. All search, reviewing and excising hours spent processing our request may be charged up to \$44.00 per hour. Responsive pages which are released by any means will be charged at a rate of \$0.15 per page. Charges are still due even if we have no responsive documents or if a determination is made that the documents involved are exempt from disclosure or release is made by e-mail or fax.

Should I determine fees will exist to complete your request, I will notify you for approval before any further action will be taken. If the cost will exceed \$250.00 pre-payment is required before any release. You may request a fee waiver or reduction in fee with proper justification.

Please acknowledge this notice, showing you understand its contents. For more information relative to our guidelines, please visit www.shopmyexchange.com and click the FOIA link at the bottom of the page. I will begin the statutory timeline once this letter is received back in the FOIA office. A faxed or e-mailed confirmation will be acceptable.

You may address questions or concerns to me by phone at 214-312-6103 or by e-mail at schreurste@aafes.com.

I acknowledge receipt and understanding of the contents of this letter.

Signature

Date

Sincerely,



TERESA SCHREURS
Paralegal III - FOIA/Privacy Manager
Executive Division
Office of the General Counsel